

DDA 77-1613

24 MAR 1977

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Data Processing
Director of Logistics
Director of Medical Services
Director of Personnel
STATINTL Director of Security
Director of Training
Assistant for Information
Office of General Counsel
Office of Inspector General

FROM : [REDACTED]
Executive Officer, DDA

SUBJECT : Procedure for Handling Requests for
Assistance to Other Federal Agencies

1. DDA offices have submitted through the DDA to OGC lists of the routine non-controversial types of assistance that are requested of them by other federal agencies. In a memorandum dated 21 March 1977, OGC has concurred in the offices' submissions and agrees that Office Directors may give approval for providing such assistance.

2. In certain gray areas where it is not clear as to whether or not assistance may routinely be given, such requests will be forwarded to the DDA for his approval. In such instances a copy of the request will be provided to OGC and OIG for their information.

3. [REDACTED], Annex 3, clearly delineates those types of assistance which must be forwarded through the DDA to the OIG and OGC for their concurrence before DDA approval.

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	D/Sec, 4E60 Hqs.				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<p>Remarks:</p> <p><u>To C/PAG/PTM:</u> FOR CLARITY & INTERPRETATION:</p> <p>IT SEEMS TO ME WE SHOULD NOW GO TO THE THREE FUNCTIONAL DEPUTY DIRECTORS WITH MEMOS FROM D/SEC. SETTING FORTH WHAT IS ROUTINE AND WHAT IS NOT (AND WILL REQUIRE SPECIAL PERMISSION) PER ATTACHED.</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
EO/DDA, 7D24 Hqs., X-6535					24 MAR 1977